



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Principal, Environmental Sustainable Communities (ESC)

Salary: \$52.27 - \$68.25 Hourly
\$108,720.00 – \$141,961.00 Annually

Classification: Principal - Executive Administrative (exempt position)

Reports to: Section Director, Planning (PLN)

Supervises: Two Direct Reports

Incumbent: OPEN

Under the general direction of the Planning Section Director this position directs the Agency's work program, planning, analysis and interagency coordination that is required to develop the Bay Area's Sustainable Communities Strategy (SCS) and Regional Transportation Plan (RTP) and is the agency's lead staff on implementing strategies for the integration of air quality, climate protection, transit sustainability, transportation analysis and adaptation plans with the SCS and RTP.

Principals are expected to successfully execute responsibilities and duties by managing reporting staff, consultants and other resources available to the agency. New and different program, project, or functional assignments may be assigned to Principals in an effort to keep up with the agency's changing policy requirements. The Principal position requires an individual with creativity and vision who can successfully direct daily operations and introduce improved processes and procedures in support of the Section's business goals and objectives. Principal level employees participate as members of the agency's management team, and are responsible for initiating, implementing and carrying to completion projects, services, programs, and operations.

Individuals at the Principal level are expected to have the:

- Ability to build consensus among diverse stakeholders.
- Ability to manage complex budgeting and expense monitoring,
- Ability to execute complicated procurements and vendor selection processes, and manage vendor and consultant relationships.
- Be a transformational leader with strong analytical, problem-solving, organizational and interpersonal skills; supervise reporting staff; monitor, evaluate, direct and train staff.

- Communicate well and clearly, both orally and in writing, distilling complex concepts into compelling, relevant and understandable presentations.
- Ability to make decisions that produce high-quality results by applying skills and knowledge, and calculating risks.
- Meet organizational goals and performance expectations. Have ability to set objectives and goals; scope out length and difficulty of projects; break down work into the process steps; develop schedules and task/people assignments; anticipate and adjust for problems and roadblocks; measure performance against goals and evaluates results.
- Build effective relationships, make timely decisions, work with ambiguity, understand technology requirements, understand best practice organizational business operations, get results and achieve goals.
- Apply a combination of broad managerial skills and technical knowledge to all job aspects.
- Prioritize, and control projects and the project portfolio that relate to the selection, acquisition, development, and implementation of programs.
- Provide strong experience working directly with executives, senior managers, staff and outside business partners, consultants, and contractors.
- Work safely and follow regulatory and MTC policy and processes; represent Agency business decisions and actions accurately.

Essential Duties and Responsibilities for this position include:

Coordinating the assessment of policies and plans required to carry out the Commission's direction on the SCS and RTP, including air quality analyses, adaptation planning, climate protection, transportation planning and analysis and environmental review. Coordinating with federal and state agencies to comply with their respective planning requirements and with regional, county and local jurisdictions to implement the SCS/RTP. The position serves as the lead staff person responsible for analytical support to the Joint Policy Committee (JPC) for air quality and adaptation strategies pursued by the JPC.

Strategic Management:

- Develop goals, milestones and strategic recommendations for review and approval by the Executive Office and the Commission.
- In partnership with federal, state, regional and local jurisdictions, conduct technical analyses and coordinate development of interagency strategies related to the design and implementation of the SCS/RTP, with particular emphasis on air quality, adaptation planning and climate protection.
- Coordinate and present technical information and Commission policies to MTC's advisory committees, stakeholders, elected officials, and the general public to gather advice and input to the Commission's deliberations.
- In cooperation with other agency Principal staff members and Section Directors, coordinate Planning Section staff assignments to; ensure effective use of available resources, develop and prioritize work tasks accordingly.

- Ensure the integration of assigned responsibilities are related to responsibilities both within and outside of the Planning Section.
- Oversee delivery of major work products.
- Coordinate with Section Directors, Principals and senior staff to achieve cohesive and comprehensive development of policy recommendations.

Program Management:

- Assume lead staff responsibility for the integration and adoption of the Sustainable Communities Strategy and Regional Transportation Plan and related environmental analyses in compliance with state and federal planning requirements.
- Assume lead staff responsibility for the integration of the SCS and RTP with the plans adopted by the Association of Bay Area Governments (ABAG), Bay Area Air Quality Management District (BAAQMD/Air District), and Bay Conservation and Development Commission (BCDC).
- Assume lead responsibility for the integration of technical analyses related to the Bay Area's environmental quality, equity and economic health, conducted by other agency staff.
- Provide substantial input to the adoption of the agency's annual Overall Work Program (OWP) and budget to set priorities within available resources.
- Identify grant opportunities, as appropriate, to support assigned tasks.

Staff Oversight

- Monitor overall work assignments and work flow. Ensure that staff assignments are resourced correctly to deliver projects and ensure operational success. Identify shortfalls/gaps in resources and recommend solutions.
- Provide lead direction and work assignment to assigned staff; instruct staff in work procedures, and review and evaluate work performed;
- Participate in the selection, orientation, training and evaluation programs for assigned personnel; provide or coordinate staff training, provide positive motivation for employee performance, identify and resolve staff deficiencies; review the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Provide direction and guidance to Seniors and their teams. Serve as point of escalation for problem-solving, conflict resolution. Ensure Section Director is updated and informed of program operations and projects.
- Ongoing services as needed. Support other duties, as appropriate.

Skills and Abilities:

Knowledge of:

- Federal metropolitan planning process, state requirements for environmental review and the Sustainable Communities Strategy planning requirements.
- Relationship and organizational distinctions among federal, state, regional and local jurisdictions at work in the Bay Area.
- Planning process with ABAG and the Joint Policy Committee.

Ability to:

- Oversee the principles and practices of research and analytical methods, modeling, and planning ensuring plans and programs include and reflect regional needs.
- Listen and exhibit interpersonal skills, and considerable tact and discretion in representing MTC to varied audiences and special interest groups.
- Develop program and action recommendations, and assist in making decisions of considerable regional impact.
- Investigate, analyze and interpret complex transportation-related legislation and programs for general audiences; analyze, interpret and evaluate staff reports, new laws, regulations and codes; adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Represent MTC in a variety of community hearings, meetings and/or events.
- Maintain confidentiality.

Minimum Qualifications:

Education: Completion of a Master's degree in a relevant major from an accredited college or university. (*Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with the application.*) Alternately, a Bachelor's degree with an equivalent combination of education and experience is acceptable.

Experience: A successful career requiring excellent project and team management skills with a minimum of five (5) years of increasingly responsible experience effectively leading and managing a planning team with an aptitude to providing a local and regional perspective. *Experience in the state or metropolitan planning process, conducting environmental review and air quality conformity procedures will be given priority.* Experience should also include three (3) years of supervising, mentoring, and/or coaching professional and support staff.

All employees at MTC are classified as Disaster Services Workers.